

Volunteer in Your Community Today!

The City of Norfolk's Department of Recreation, Parks and Open Space is looking for a few good citizens! Are you interested in making a difference in your community? Do you have great skills that you would like to offer to those who need assistance? Only **YOU** can make a difference in your community by becoming a volunteer. Whereas the pay is \$0, the benefits are priceless! We have a number of exciting and rewarding opportunities where you can shine!

The following volunteer positions are available in the Department of Recreation, Parks and Open Space:

Aquatics Program:

Aquatic Special Events Support (ASES)

- Assist at swim meets, both youth and adults
- Perform scorekeeping and time monitoring
- Assist with preparation and clean-up for special events

Art Center Support (ACS)

- Organize art material
- Operate ceramic kilns
- Set-up and organize rooms for classes

Athletic Program:

Athletic Equipment Room Manager (**AERM**)

• Controls the check-out of various types of equipment during league games

Athletic Leader (ATHL)

Assist in the planning, organization, promotion, and supervision of athletic programs such as: football, basketball, softball and volleyball

Athletic Office Support (**AEOS**)

Assist in organizing youth league contracts, recording scores, and clerical duties

Coach (COACH)

• Performs instruction, supervision, and organization of sporting activities

Parks and Forestry:

Arbor Day Seeding & Distribution (AD)

• Distributing seeds for tree planting

Street Tree Inventory Updating (ST)

• Conducting inventory on city trees

Recreation and Human Development:

Center Support Committee (CSC)

- Provide input from the community to aid in achieving centers programming goals
- Assist in publicity, hospitality, fund raising and recruiting volunteers

Community Service Volunteer (COMVOL)

• Perform various community service projects and volunteer assignments

Dance/Music Office Support (**DMOS**)

- Provide general office support
- Organize costumes props, equipment, records and tapes

Dance/Music Program Sales (DMPS)

• Assist with selling advertising space in Dance/Music Performance programs

Facility Use Card Assistant (FUCA)

• Assist staff in creating Facility Use Cards.

Gym Supervisor Assistant (GSA)

- Assist with gym and athletic supervision and registration of participants
- Organize free play programs
- Control site's athletic equipment and supplies

Pottery Room Volunteer (PTRV)

• Mix glazes and assist with upkeep of the pottery room

Production Assistant Performer (PAP)

• Design and fabricate costumes for Dance/Music productions

Production Assistant – Stagehand (**PAS**)

• Assist with placing props and set pieces during Dance/Music Productions

Recreation Aide (**RECAID**)

 Organize lead and instruct a variety of recreational activities and use of athletic equipment and supplies • Provide clerical support such as preparation of center reports, meetings minutes, training sessions and registration of center participants

Set Construction Assistant (SCA)

• Help build and paint sets for Dance/Music Productions

Therapeutics and Special Needs Program:

Senior Citizen Volunteer (**SRCITE**)

• Assist in the supervision of senior citizens in a variety of events/programs/activities

Theater Assistant (TA)

- Support facility by organizing props and storage areas
- Compile and sort bulk mailings
- General office support duties

Therapeutic Recreation Class Assistant (**TRCA**)

• Provide hands-on assistance to participants with disabilities in classes such as bowling and aquatics

Therapeutic Recreation Program Aide (**TRPA**)

- Provide general office support
- Assist at special events programs by interacting with participants

Administration:

- Customer Service
- General Office Work typing, filing, copying and faxing with proficiency in Microsoft Word, Excel, Power Point and Access

General Areas:

Miscellaneous (MISC)

• Perform multiple duties with skills and responsibilities as required

Special Events Assistant (SEA)

• Assist with Division/city wide special events to include festivals, carnivals, presentations and seasonal celebrations

Why Volunteer?

Volunteering can help bring a sense of fulfillment and meaning to one's daily routines. It is an opportunity to meet new and exciting people while building new skills or refining existing skills. Volunteering also allows you to gain experience and exposure in an area/field of interest by experiencing first hand that particular field of work. It provides an opportunity to partner with the City to gain a greater understanding of our local government's re sources, process and limitations.

How Do I Sign Up?

Individuals or groups interested in volunteering may contact the Volunteer Coordinator via email at **shirley.tyree@norfolk.gov** or by phone at (757) 441-2400. All volunteers are required to complete a volunteer application. You may download a registration form by clicking **here**. Applications may also be picked up at our administration office located at 501 Boush Street.